ECF Users Group Meeting
April 11, 2003 at 10:00 a.m.

Attending:

Name	Firm	Email Address
Cindy Baker	Mitchell, Rallings, et al.	cbaker@mrsmt.com
Cindy Patterson	Parker, Poe, et al.	cindypatterson@parkerpoe.com
Pam Humphrey	Chapter 13 Trustee	ch13cha@aol.com
David Shepard	Chapter 13 Trustee	ch13cha@aol.com
Elizabeth Vincent		evincent@rcdlaw.net
Shirley Brown		bankyfml@bellsouth.net
Heather Rodman	Shuford, Hunter & Brown	heatherrodman@shblawyers.com
Casey Hopper	O. Max Gardner	cjhopper44@cs.com
Jill Armour	O. Max Gardner	jillarmour@carolina.rr.com
Geena Brangers	Smith Debnam	gbrangers@smithdebnamlaw.com
Susanne Robicsek	S. Robicsek	robicsek@aol.com

Court Staff:

Karen Heavner, Systems Analyst
Lisa Lambert, Case Administrator
Julia Adams, Courtroom Deputy
Cecelia Burr, Courtroom Deputy
Carol Caldwell, Operations Manager
Jennifer Bryant, Case Administrator
Betsy Wallace, District Court

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MEETING MINUTES:

1. ASSIGNMENT OF MULTIPLE USER LOGINS TO A REGISTERED USER

    •   This is an issue for offices that have multiple staff members using the same ECF login. Attorney offices that have more than one individual filing electronically have requested more than one login. If one person is filing electronically and another individual logs on using the same login, the first person is "knocked off" the system.

    •   At this time, the Clerk's office is testing the use of multiple logins, but there is nothing in place at the present time.
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2. TENDER OF ORDER FORM AVAILABLE IN WORD PERFECT FORMAT

- There was a request to have this form placed on the website and it is now available there in both PDF and WordPerfect format.

3. NOTICE OF DISINTEREST

- The instructions for this feature are available on the website in 'ECF Tips & Tricks' section of the February 2003 Newsletter. These instructions will be added to the ECF training page soon.

4. CONSENT ORDERS

- Franklin Drake's office has started e-mailing all their consent orders with this feature. Consent Orders are e-mailed to the parties for their consent. There is no requirement stating that you must use the email system. Franklin Drake's office has started requesting consent via e-mail, and not requesting original signatures. There is no requirement that an attorney must consent by e-mail.

- The Consent Order procedure has to be approved by the parties involved before this process can be used.

- There are a few concerns about this process with Consent Orders:

  a. Susanne Robicsek stated that there could be trust issues with this process. She is worried that a Consent Order she agrees to may be modified and signed by the Judge without her knowledge and there would be no way to tell because there are no original signatures on the Order. Staff from Tadlock and Tate's Chapter 13 office agreed with this issue

  b. Attorneys wanting to email Consent Orders with the Chapter 13 trustee must contact the Chapter 13 trustee and receive his/her agreement prior to doing this.

- Court does not require signatures on Consent Orders. They assume consent has been obtained by the parties involved and forwarded to the Judge for signing. Once the order is submitted to the Court, it is assumed a final document and okay to be signed. When a proposed Consent Order is tendered electronically, signatures of the proposed Consent Order is not required. When a proposed Consent Order is tendered electronically, by tendering the Order electronically they are verifying consent of all parties has been obtained.

- As always, if you mail to the Clerk with envelope, you will get an original document back. This is the responsibility of the preparing attorney. If a proposed order is tendered in paper, and an envelope is provided, the original order will be returned.

5.   FORMS (OFFICIAL, DIRECTORS PROCEDURAL, & LOCAL)

- There is now a link on the website to Administrative Forms.

- The bankruptcy forms manual is also available on the website.

- The forms have been recently updated.

6.   DUPLICATE FILING OF BANKRUPTCY PETITIONS

- This is happening when offices are accidently filing petitions twice. If you think you have duplicated a filing, contact the Clerk's office immediately so they can fix the problem.

- If your office uses Best Case "One Touch Upload", make sure that if for some reason you did not receive the confirmation sheet that has the new case information on it, to go into Pacer and do a Query search to see if the case went through before filing again.

NEW ISSUES:

- When Clerk's office charges credit cards the receipt reflects multiple case numbers. If attorneys are required to keep original receipts in their client files they need individual receipts for each case filed.

- After implementation of Version 2 of the ECF System filers will enter credit card information themselves on-line. Filers may choose to keep their account open all day or process individual credit card charges each time a petition/pleading is filed. The system will be linked to the Clerk's accounting system.

- Creditor Matrix Upload when converting from Chapter 13 to Chapter 7 – the Court is going to have a meeting concerning this issue because it seems that the case administrators are not all using the same procedures. As soon as the meeting is held, they will inform us of the process.

- Each time a case-wide Notice is mailed by the Clerk's office creditors are downloaded from the Chapter 13 Trustee office to ensure the Court has the most updated list of creditors.

- The Clerk's office never deletes creditors from the system, unless the request to do so is filed by the debtor and the fee paid.

- The trustee's office is trying to have the system update nightly to give the Clerk's office the newest creditor list. (Tadlock and Tate's office only).

- Local Form 2, "Tender of Order" forms are no longer required on green paper. White paper is preferred because the scanned image is not legible when the "Tender of Order" form is on green paper.

- In Change of Venue (for hearings only), no new case number is assigned and the trustee remains the same, unless there is a conflict of interest involved.